



**Instructions for  
Contract Amendment Form (EQP5845)  
(Authorized by 1994 P.A. 451)**

**Directions for developing amendments:**

Grantees must fill out the most recently updated Amendment form, EQP-5845, and attach a cover letter.

The electronic EQP-5845 form is set up to allow grantees to fill in the information most easily by **tabbing** from one shaded area to the next.

1. At the top of the **amendment form**:

- Fill in the DEQ tracking code.
- The second blank is the amendment number for the contract. The amendment number is one (1) if this is the first amendment for the contract; two (2) if it is the second amendment for this contract, and so on.
- The third blank is the grantee's organization.
- The fourth blank is the effective date of the contract, which is when the contract was signed by the DEQ.
- Next, check the appropriate box or boxes based on what is being changed as part of this amendment—the work plan, budget, and/or contract end date.
- Under I. Project Scope (Work Plan) revisions, explain **for each task in the work plan** what the work plan change(s) consist of and the rationale for the change, or type “no work plan revisions.” If there are any changes to the work plan, **attach a new work plan** incorporating the proposed changes.
- Under II. Contract Period (End Date) Revisions, explain what the new end date is and the rationale for the change in end date, or type “no end date revisions.” If the end date is changing, include the new end date in the blank in the next paragraph.
- Under III. Compensation (Budget) Revisions, explain how the budget was changed and the rationale for the change, or type “no budget revisions.”
- Under IV. Authorized Signatures, the person with contract authority is to sign the amendment on the first blank line. Fill in the name and title of that person, and the date signed.

2. The **cover letter** that must be attached to the form must be on the grantee organization's letterhead. The letter should:

- Be dated at the top and include the grantee's return address.
- Include a narrative that:
  - References the project name.
  - References the amendment number.
  - Summarizes the nature of the amendment.

3. If the proposed amendment is to modify costs in any category, budget information must be included showing the original approved amounts, the proposed change(s), and the final adjusted amount per category.

After completing items 1, 2, and, where appropriate, 3, the grantee must submit **two signed originals** of the amendment form to the financial analyst assigned the project (Agnes Moore or Jim Block, along with a signed cover letter. One copy of the amendment and cover letter should be submitted to the DEQ Project Administrator. Amendments go into effect only after the DEQ signs the form. Grantees should not implement changes based on the amendment until they receive a copy of the amendment signed by the DEQ.

